



United States Department of the Interior
National Business Center
Aviation Management
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DOLAM OPERATIONAL PROCEDURES MEMORANDUM (OPM) NO. 06-04

Subject: Aviation User Training Program

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.1 Purpose. This OPM establishes the Interior Aviation User Training Program as called for in Departmental Manual 112 DM 12.2.I. Emphasis is placed on increasing employee knowledge of DOI aviation and accident prevention policy, procedures, and safe operating practices. This document identifies minimum aviation management and user training requirements for United States Department of the Interior (DOI) and other personnel participating in aviation activities conducted by DOI. **A complete description of the DOI aviation training courses and aviation courses referenced in this document can be found in the Interagency Aviation Training Guide.**

.2 Introduction. Within the body of this document, the use of the term "bureau" is intended to represent all Interior operating entities such as service, office, survey, etc. All bureaus within DOI that utilize aircraft in support of mission accomplishment of their programs and projects. The safe, efficient, and effective utilization of aviation resources is a Departmental objective. Increasing aviation awareness through educational and training program efforts is one method of obtaining this objective. **Some National Wildfire Coordinating Group (NWCG) courses are equivalent to and fulfill the required aviation training identified within this document. Those equivalencies can be found in the Interagency Aviation Training Guide.**

.3 Authority. Authority is authorized under Departmental Manual 112 DM 12, 352 DM 1, and 485 DM 1 and Secretarial Order 3250 dated September 30, 2003.

.4 Responsibilities. The education, training **and qualification** of DOI personnel at all organizational levels is the responsibility of management. Managers and supervisors must be aware of Departmental policy as it relates to aviation programs for which they are responsible. Oversight of this critical aviation accident prevention effort requires a balanced partnership between DOI Aviation Management and bureau management.

A. Bureau Responsibilities. Bureaus are responsible for ensuring that all employees involved in the use or control of aviation resources receive an appropriate level of aviation safety training. The education and training listed is the minimum for promoting aircraft accident prevention awareness and developing operational and management skills. Identification, development, and presentation by bureaus of additional training needs unique to their specific programs shall be accomplished as required. To facilitate standardization and prevent duplication of effort, the DOI Aviation Management Associate Director shall be informed of training program development of these specific programs.

(1) Managers shall provide adequate resources and time for employees and those over whom they have operational control to effectively perform their jobs not only in a safe manner, but

with a high degree of professionalism and appreciation of the economic impact aviation has upon project operations:

- (a) Ensure employees have received required DOI aviation training.
- (b) Manage bureau participation in the Interagency Aviation Trainer (IAT) program.
- (c) Provide DOI Aviation Management with required documentation for reporting aviation training. This includes providing DOI Aviation Management Headquarters with a course training schedule via the Interagency Aviation Training website (<<http://iat.nifc.gov>>) or notification to AMD Regional offices.
- (d) Enter student course completion information on the IAT website or submit the OAS-106, Aviation Course Presentation Record (Appendix 2), to AMD Regional offices immediately after training classes have been presented.
- (e) Coordinate the Interagency Aviation Trainer program and other required training activities with DOI Aviation Management Regional offices. Provide information on other aviation training courses to DOI Aviation Management Regional offices.

B. DOI Aviation Management Responsibilities. DOI Aviation Management is responsible for developing, implementing, and maintaining an aviation-training program to meet Department-wide and selected bureau-specific needs.

(1) DOI Aviation Management Headquarters Training Office. The DOI Aviation Management Training Office has national responsibility for:

- (a) Developing, managing, and maintaining the aviation training curriculums to meet Departmental aviation user training needs through coordination with bureaus and DOI Aviation Management Regional customers.
- (b) Providing module and instructor standardization for the DOI Aviation User Training Program.
- (c) Adminstrating the DOI aviation training schedule on the IAT website.
- (d) Coordinating, facilitating, and presenting national level training.
- (e) Supporting DOI Aviation Management Regional aviation training needs.
- (f) Developing, overseeing, and maintaining the IAT program standards and curriculums.
- (g) Administrative oversight of an electronic database of DOI Aviation Management and IAT course presentation accomplishments including training courses presented by title, instructor, date, and location of training and number of trainees by bureau.

(2) DOI Aviation Management Regional Offices. DOI Aviation Management Area/Regional offices are responsible for the following functions within their geographic area of responsibility:

- (a) Implementing the DOI Aviation User Training Program in cooperation with bureau and interagency partners including coordination, facilitation, and presentation of established aviation training courses.
- (b) Identifying with the bureau the need for IATs and selecting, qualifying, scheduling, evaluating and certifying the IATs within their geographic area of responsibility. Providing DOI Aviation Management Headquarters with a list of current IATs by September 30 annually.
- (c) Providing input to DOI Aviation Management Training Office regarding the development and maintenance of training courses/materials coordinated with bureau and interagency customers.
- (d) Providing headquarters with an electronic database of course presentation accomplishments by October 1 annually.
- (e) Providing headquarters with course/class schedule information.

.5 Required Aviation Safety Training for Persons Involved in DOI Aviation Operations or Flight Activities. Required, recommended, and alternative training and currency requirements for **each position can be found in the Interagency Aviation Training Guide. A matrix outlining these training requirements can be found in Appendix 1.**

A. Mandatory Training for Flight Activities.

(1) **Aircrew Member.** Person working in and around aircraft and is essential to ensure the safety and successful outcome of the mission. Aircrew members are required to either be on board/or attend to the loading and unloading of passengers and cargo at all landings and takeoffs, attend to external loads, and ensure that passengers have received a safety briefing prior to all special use missions.

- **Objective.** Provide a minimum level of aviation safety training prior to being allowed to participate in **non-point to point** flight activities. This training consists of the knowledge, and awareness necessary to work in and around aircraft without undue risk to themselves, to fellow employees, or to the public, and responsibility for the safety of passengers. Aircrew members are required to complete mandatory training every 3 years.

Requirement: Mandatory (minimum) modules of basic aviation safety training **(B-3)** include:

- A-101 Aviation Safety
- A-105 Aviation Life Support Equipment
- A-106 Aviation Mishap Reporting
- A-108 Pre-Flight Checklist and Briefing/Debriefing,
- A-113 Crash Survival

(2) **Passenger.** Any person aboard an aircraft who does not perform the function of a flight crew/pilot or aircrew member. Passengers must receive a briefing by an aircrew member for all special use missions. Additionally, an aircrew member is required to either be on board or/attend to the loading and unloading of passengers and cargo at all landings and takeoffs to ensure the safety of the passengers for all special use missions. This includes individuals who must participate in special use flight activities on very short notice, on an irregular basis, without having attended basic aviation safety training. These are rare situations where (1) the flight must remain in the special use category due to mission parameters, and (2) it is not possible or practical to provide the required basic aviation safety training to participating personnel prior to the flight. Examples of individuals who may fit this category might include senior line managers conducting an observation, reconnaissance or orientation flight, cooperators, other Government agency personnel, or members of Congress. Passengers participating in point-to-point or

non-special use missions must, at a minimum, receive a safety briefing by the flight crew/pilot.

- **Objective.** Provide a minimum level of knowledge for passengers. **A safety-of-flight briefing shall be performed on every flight.** The mandatory elements of this safety-of-flight briefing shall include: (See 14 CFR Part 135.117 for additional requirements.)

Requirement:

- (a) Passenger safety briefing to include the *Interagency Aviation User Pocket Guide* (NFES 1373).
- (b) Location and means for opening the passenger entry door and emergency exit procedures.
- (c) If the flight involves extended over water operation, ditching procedures and the use of required flotation equipment.
- (d) If the flight involves operations above 12,000 feet MSL, the normal and emergency use of oxygen.
- (e) Placement of seat backs.
- (f) Use of personal protective equipment and aviation life support equipment.

(3) **Flight Crew/Pilot.** Individuals functioning as GS 2181, dual-function, or incidental pilots.

- **Objective.** Knowledge required includes Departmental policies and procedures regarding aviation safety standards, as well as aviation mishap analysis and aircraft accident prevention techniques. See OPM-22 for training requirements.

(4) **Interagency Aviation Trainers (IATs).** Individuals certified to instruct the Interagency Aviation Training program curriculum. IATs will be certified to instruct "A" courses at three levels: Basic, intermediate, and advanced. Additional certification is required for those instructing the water ditching and survival training.

- **Objective.** Knowledge required includes Departmental policies and procedures as well as IAT program curriculum and presentation skills.

Requirement:

Interagency Aviation Trainers must complete the course A-220, DOI Aviation Management Train-The-Trainer (or M-410 Facilitative Instructor), and/or successfully instruct under the supervision of the DOI Aviation Management National Aviation Training Officer, DOI Aviation Management Program Specialist or designee ("designees" are identified on a case by case basis) for initial certification **at the basic instructional level.**

Interagency Aviation Trainers must be qualified at the basic instructional level and complete the course Train the Trainer for Supervisor Training (M5A) and/or successfully instruct under the supervision of the DOI Aviation Management National Aviation Training Officer, DOI Aviation Management Program Specialist or designee for initial certification at the intermediate instructional level.

Interagency Aviation Trainers **at all levels** must attend the course A-222, Interagency Aviation Trainer Currency, or instruct under the supervision of a DOI Aviation Management Program Specialist every 3 years to maintain their certification.

(5) Water Ditching and Survival Instructors. Individuals certified to instruct the course A-312, Water Ditching and Survival. Instructors must meet the minimum standards listed in paragraphs a through g below.

Objective. Knowledge required includes DOI aviation life support and equipment policy and demonstrated skill in presenting the A-312 course curriculum and safety procedures associated with providing pool exercises. This will be accomplished during the course A-223, Water Ditching and Survival Train-The-Trainer, with followup onsite visits if necessary.

Requirement:

- (a) Successfully complete the A-312 course as a student.
- (b) Hold a current CPR and Basic First Aid certificate.
- (c) Must be certified in one of the following: scuba diver (PADI or AMD-approved equivalent), Basic Water Rescue, or lifeguard (Red Cross or AMD-approved equivalent).
- (d) Must attend the course A-223, Water Ditching and Survival Train-The-Trainer, provided by DOI AM. Basic Water Rescue will be included in the curriculum if necessary. A qualified instructor will mentor an instructor trainee. Mentoring will be performance based. During the mentoring process, the instructor trainee will be required to:
 - (i) Observe/assist the qualifying instructor presenting the entire course.
 - (ii) Solo instruct under the supervision of the qualified instructor.
 - (iii) Demonstrate thorough knowledge of emergency procedures.
- (e) Must maintain the currency listed below:
 - (i) Instruct the classroom portion of A-312 a minimum of once every 2 years.
 - (ii) Instruct the pool portion of A-312 a minimum of once every 2 years.
 - (iii) **Aviation Management instructors only:** Attend a commercial water egress program at least once every 3 years (for example, the U.S. Navy facility at Pensacola, FL, or MSTC in Lafayette, LA). Information regarding new techniques and technologies will be transferred to bureau instructors.
- (f) Instructors whose qualifications have lapsed must meet the following requirements:
 - (i) Demonstrate proficiency under the supervision of an AMD instructor.
 - (ii) Demonstrate thorough knowledge of emergency procedures.
- (g) In support of customer missions requiring underwater breathing apparatus (i.e., Helicopter Emergency Egress Device (HEEDS)), complete the requirements listed below:
 - (i) Basic level SCUBA (PADI or equivalent).
 - (ii) Commercial or military underwater aircraft egress training center course.
 - (iii) Emergency spare air training (HEEDS or equivalent).

B. Mandatory Training for Personnel with Aviation Management Responsibilities.

Those individuals having management or supervisory oversight responsibilities for programs using aviation resources for mission accomplishment, aviation personnel, flight activities, etc., fit within this

broad category. Individuals that have aviation duties/responsibilities that are identified in more than one position in the matrix (i.e. Supervisor and Aviation Manager) must take the required training for all positions that apply.

(1) Supervisory Personnel. Those who supervise employees who use aircraft to accomplish bureau programs.

- Objective. Knowledge required includes aviation safety, policy, risk management, and supervisory responsibilities. Must initially attend the B-3 Basic Aviation Safety and the DOI Aviation Management, Aviation Management for Supervisors (M-3) training courses. Additionally, Supervisors must attend the M-3 training or the following Interagency Aviation Training program modules every 3 years:

- A-107 Aviation Policy & Regulations I
- A-201 Overview of Safety & Accident Prevention Program
- A-205 Risk Awareness
- A-302 Personal Responsibility & Liability
- A-303 Human Factors in Aviation
- A-305 Risk Management
- A-307 Aviation Policy & Regulations II

(2) Line Managers. Those who are responsible and accountable for using aviation resources to accomplish bureau programs.

- Objective. Knowledge required includes familiarization with the DOI aviation management program, policies and related requirements and responsibilities. Must attend the DOI Aviation Management, Aviation Management Training for Supervisors (M-3) training course or attend the DOI Aviation Management Line Managers Briefing (M-2) course every 3 years.

(3) National Aviation Managers, Bureau Regional/State/Area Aviation Managers, Aviation Coordinators/Specialists, Aviation Safety Managers, and Collateral Duty Aviation Safety Personnel. Personnel who plan, organize, direct, control, oversee, or administer aviation or aviation safety programs within the bureaus.

- Objective. Knowledge required includes DOI aviation management, aviation safety, and aircraft accident prevention management principles and techniques and related policies in order to positively effect loss control measures. For required training, see the Appendix 1.

(4) Contracting Officers Representatives (COR) and Technical Representatives (COTR). Individuals designated by the DOI AM Contracting Officer (CO) to monitor aviation services contract performance for administrative (COR) and technical (COTR) provisions of the contract.

- Objective. Knowledge required includes DOI aviation policy, basic contract administration, and methods for verifying the work performed upon which payment is based and technical aspects of the contract. Initial requirement (40 hours) shall be obtained prior to designation as a COR or COTR. Currency training (40 hours) is required every 2 years.

A list of approved COR training courses can be found on the AMD website www.oas.gov. Additional training requirements are found in Appendix 1.

/s/ Mark L. Bathrick
Associate Director

IAT Requirements Matrix

January 2006

| No. | Positions | Passenger* | Aircrew Member | Fixed-Wing Flight Manager | Fixed-Wing Flight Manager Special Use | Helicopter Flight Manager | Helicopter Manager - Resource | Aviation Dispatcher | Project Aviation Manager | Aviation Manager | Supervisor | COR/PI | Aviation Technical Specialist |
|-------|--|---|----------------|---------------------------|---------------------------------------|---------------------------|-------------------------------|---------------------|--------------------------|------------------|------------|--------|-------------------------------|
| A-101 | Aviation Safety (all aircraft) | AS | 3 | 3 | 3 | 3 | 3 | 3 | X | X | X | | AS |
| A-103 | FAA NOTAM System | | | | | | | X | | X | | | |
| A-104 | Overview of Aircraft Capabilities & Limitations | | AS | AS | AS | AS | | X | AS | | | | |
| A-105 | Aviation Life Support Equipment | AS | 3 | 3 | 3 | 3 | 3 | 3 | X | X | X | | AS |
| A-106 | Aviation Mishap Reporting | AS | 3 | 3 | 3 | 3 | 3 | 3 | X | X | X | X | |
| A-107 | Aviation Policy & Regulations-I | | AS | AS | AS | AS | X | X | X | X | 3 | | |
| A-108 | Preflight Checklist & Briefing/Debriefing | AS | 3 | 3 | 3 | 3 | 3 | 3 | X | X | X | | |
| A-109 | Aviation Radio Use | | AS | | AS | AS | AS | X | AS | | | | |
| A-110 | Aviation Transportation of HAZMAT (if involved) | | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | | | AS |
| A-111 | Flight Payment Document | | | 3 | 3 | X | X | X | X | X | | X | |
| A-112 | Mission Planning & Flight Request Process | | | 3 | 3 | X | X | X | X | X | | | |
| A-113 | Crash Survival | AS | 3 | 3 | 3 | 3 | 3 | 3 | X | X | X | | AS |
| A-115 | Automated Flight Following | | | AS | X | X | X | X | AS | X | AS | | AS |
| A-116 | General Awareness Security Training | | X | X | X | X | X | | X | X | | | AS |
| A-200 | Annual Mishap Review | AS | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | AS |
| A-201 | Overview of Safety & Accident Prevention Program | | | | | | | | X | | 3 | | AS |
| A-202 | Interagency Aviation Organizations | | | | | | AS | X | AS | X | | | AS |
| A-203 | Basic Airspace | | | | AS | AS | AS | X | AS | X | | | |
| A-204 | Aircraft Capabilities & Limitations | | | AS | X | X | X | X | X | X | | | |
| A-205 | Risk Management-I | | AS | AS | X | X | X | X | X | X | 3 | | AS |
| A-206 | Aviation Acquisition and Procurement | | | | AS | | X | X | X | X | | X | |
| A-207 | Aircraft Flight Scheduling | | | | | | AS | X | AS | AS | | | |
| A-208 | Aircraft and Pilot Approval | | | | | | | | AS | X | | | AS |
| A-209 | Helicopter Operations (+helo aircrew only) | | AS+ | | | X | X | | | | | | |
| A-210 | Helicopter Field Exercise (+helo aircrew only) | | AS+ | | | AS | AS | | | | | | |
| A-211 | Project Aviation Plans | | | | | | R3 | | X | X | AS | | |
| A-212 | Aircraft Rental Agreement/Blanket Purchase Agreement | | | | X | X | X | X | X | X | | X | AS |
| A-216 | Aviation Operations Security | | | | | X | | | X | | | | |
| A-218 | Aircraft Pre-Use Inspection | | | | X | | X | AS | AS | X | | X | |
| A-219 | Helicopter Transport of External Cargo | | AS | | | | AS | | AS | | | | |
| A-220 | Train-The-Trainer | See Part 4 of the IAT program document. | | | | | | | | | | | |
| A-221 | Advanced Trainer Competency | See Part 4 of the IAT program document. | | | | | | | | | | | |
| A-222 | Interagency Aviation Trainer Competency | See Part 4 of the IAT program document. | | | | | | | | | | | |
| A-223 | Water Ditching and Survival Train-The-Trainer | See Part 4 of the IAT program document. | | | | | | | | | | | |
| A-300 | Aviation Lessons Learned | | | | | | R3 | | | 3 | | | |
| A-301 | Implementing Aviation Safety & Accident Prevention | | | | AS | | | | X | X | | | |
| A-302 | Personal Responsibility & Liability | | AS | | X | | R3 | AS | X | X | 3 | X | AS |
| A-303 | Human Factors in Aviation | | AS | | X | | R3 | X | AS | X | 3 | | |
| A-304 | Aircraft Maintenance | | | | | | X | | | | | X | |
| A-305 | Risk Management-II | | | | AS | AS | X | X | X | X | 3 | | |
| A-306 | Aviation Contract Administration Parts I & II | | | | | | 3 | | | X | | 3 | |
| A-307 | Aviation Policy and Regulations-II | | | | AS | | R3 | X | X | X | 3 | | |
| A-308 | Aviation Policy and Regulations-III | | | | | | | | AS | X | | | |
| A-309 | Helicopter Flight Manuals | | | | | | R3 | | | | | | |
| A-310 | Overview of Crew Resource Management | | AS | | X | AS | R3 | AS | X | AS | | | |
| A-311 | Unit Aviation Planning | | | | | | | | | X | | | |
| A-312 | Water Ditching and Survival** (beyond power-off gliding) | | AS | | AS | AS | AS | | | | | | AS |
| A-314 | Aviation Program Overview/FS Agency Administrators | | | | | | | | | | | | |
| A-316 | Aviation Facility Security Training | | | | | | | | | X | X | | X |
| A-401 | Management of Aviation Safety Programs | | | | | | | AS | AS | AS | | | |
| A-403 | Human Factors for Aviation Managers | | | | AS | | AS | AS | AS | AS | | | |
| A-410 | Crew Resource Management (needs description) | | | | AS | | AS | | | | | | |
| | Mission-Specific Training as Required by Agency | | AS | | AS | | AS | | AS | AS | | | |

*Interagency Aviation User Pocket Guide (NFES 1373--Preflight briefing required by pilot).

**For those who fly beyond power-off gliding distance from shore.

AS=When specified by DOI bureaus or U.S. Forest Service.

R3=Required refresher triennial training.

X=requires completion once.

1=Requires completion every year.

2=Requires completion every 2 years.

3=Requires completion every 3 years.

U.S. Department of the Interior Aviation Course Presentation Record

| | | | |
|---|-------------------------------|------------------------------|--------------------|
| Bureau | Regional/District/Area | | |
| Course Title | | | Course Code |
| Location (City, State) | | | |
| Training Site | | | |
| Training Date | | Course Length (Hours) | |
| Lead Instructor | | Bureau | |
| Other Instructor | | Bureau | |
| Date class roster entered into IAT website (<http://iat.nifc.gov>) | | | |

| <i>Name</i> | <i>Bureau</i> | <i>Address</i> | <i>Phone</i> | <i>Email</i> |
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U.S. Department Of The Interior
Aviation Course Presentation Record
(Continuation Sheet)

| <i>Name</i> | <i>Bureau</i> | <i>Address</i> | <i>Phone</i> | <i>Email</i> |
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